



California Arts Council

OSP 1998-1999 Second-Year Report Form and Instructions

Urgent!

According to our records, your organization applied to the CAC's Organizational Support Program in 1997-98 and was funded. Since the program operates on a two-year cycle, in order to be considered for 1998-99 funding, you must submit a Second Year Report by the deadline of the discipline category that you applied to in 1997-98. Refer to the chart below to determine the appropriate deadline. *Note that starting in 1998-99, the Organizational Support Program has established separate deadlines for Second-Year Reports and Full Applications.*

Postmark Deadlines 1998

Discipline	2nd Year Deadlines	Full Deadline	Staff Contact
ASOP	January 2, 1998	February 2, 1998	Anne Bourget
Dance	January 13, 1998	February 13, 1998	Rob Lautz
Literature	April 1, 1998	May 1, 1998	Ray Tatar
Media Arts	March 10, 1998	April 10, 1998	Anne Bourget
Music/PG	March 24, 1998	April 24, 1998	LeGrand Rogers
Music/PFST	February 20, 1998	March 20, 1998	LeGrand Rogers
Multi-Disciplinary Arts	January 2, 1998	February 2, 1998	Anne Bourget
Theater	February 2, 1998	March 2, 1998	Ray Tatar
Visual Arts	January 2, 1998	February 2, 1998	Scott Wm. Heckes

Celebrating 22 years of excellence in the arts:

1976 - 1998

California Arts Council



Pete Wilson
Governor of California

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Email: cac@cwo.com

Office Hours

8 a.m. - 5 p.m.
Monday through Friday

Purpose: The California Arts Council (CAC), a state agency, was established in January 1976 to encourage artistic awareness, participation, and expression; to help independent local groups develop their own arts programs; to promote employment of artists and those skilled in crafts in the public and private sector; to provide for exhibition of artworks in public buildings throughout California; and to enlist the aid of all state agencies in the task of ensuring the fullest expression of our artistic potential.

The Agency: The Director is the Chief Executive Officer and reports directly to the Governor. The Director and Deputy Director for Partnerships are appointed by, and serve at the pleasure of the Governor. The Director and Deputy Director manage a professional staff headquartered in Sacramento.

The Council: The appointed Council of the CAC consists of 11 members who serve four-year staggered terms. The Governor appoints nine members; the Legislature appoints two. Council members serve without salary, elect their own chair, and meet throughout the state to encourage public attendance. This body has final approval of CAC grants.

Mission: The mission of the CAC is to make quality art reflecting all of California's diverse cultures available and accessible; to support the state's broad economic, educational, and social goals through the arts; to provide leadership for all levels of the arts community; and to present effective programs that add a further dimension to our cities, our schools, our jobs, and our creative spirit.

Funding: The CAC is a taxpayer-supported agency, funded primarily from the state's annual budget process, supplemented with funds from the National Endowment for the Arts. Its grants are usually matched by foundations, individuals, earned income, government agencies, or other organizations.

Information Access: Due to the Public Records and Open Meeting Acts, applications and their attachments are not confidential and may be requested by the media and/or public. Observers may attend but may not comment on, participate in, or in any way interfere with panel meetings. Contact the CAC for meeting dates and locations.

Grants Panels: Applications are evaluated by panels of experts, recognized in their respective fields, who rank applications according to program criteria. The CAC staff provides information but not recommendations to the panel. The appointed CAC reviews panel recommendations before making final funding decisions.

Appeal Process: Appeals to CAC funding decisions must be submitted on an official Appeal Form, available from the CAC, and postmarked within 45 days of the decision. Appeals are heard only on the following grounds:

1. Assessment based on a misstatement of factual information as contained in the application such that it negatively influenced the panel's assessment of the applicant's request for funding; and/or
2. Incorrect processing of the required application materials such that it negatively influenced the panel's assessment of the applicant's request for funding.

Note: *Dissatisfaction with award denial or with award amount is not grounds for appeal.*

Requirements: The CAC is mandated both by federal and state regulations to fund only organizations that have proof of nonprofit status under sec. 501(c)(3) of the Internal Revenue Code, or under sec. 23701d of the California Revenue and Taxation Code, or entities that are a unit of government; and that comply with the Civil Rights Act of 1964, as amended; sec. 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975; the Drug-Free Workplace Act of 1988; California Government Code secs. 11135-11139.5 (barring discrimination); the Fair Labor Standards Act, as defined by the Secretary of Labor in part 505 of title 29 of the Code of Federal Regulations; the Americans With Disabilities Act of 1990 ("ADA"); and the Fair Employment and Housing Act.

Ownership, Copyrights, Royalties, Credit: The CAC does not claim ownership, copyrights, royalties, or other claims to artwork produced as a result of a CAC grant. However, the CAC reserves the right to reproduce and use such materials for official, noncommercial purposes. In addition, the CAC requires documentation of grant activity and appropriate credit for CAC partial support.

Second-Year Reporting Requirements

To be completed by 1997-98 Organizational Support Program grantees requesting Second-Year support for a two-year period. As a Second-Year applicant, you are requested to address only the following questions. Do not send any supplementary materials.

Send an original and one (1) copy by the postmark deadline to:

**Organizational Support Program - Second-Year Report
California Arts Council
1300 I Street, Suite 930
Sacramento, CA 95814**

Complete the following:

1. Applicant Description, page 1;
2. Request Amount Worksheet, page 3; and
3. Organizational Budget Summary, pages 5-7.

Please respond to the following questions and attach your answers to the items above. Number your responses as indicated:

Evaluation of 1997-98 OSP support: Use no more than two pages single sided to respond.

1. What organizational activities are being supported by the 1997-98 CAC funds?
2. What overall benefits or measurable results came from these CAC-supported activities?
3. What proposed activities that were part of the grant will not be undertaken and why?
4. What significant artistic and/or administrative changes have taken place in your organization?
5. Attach a listing of your organization's programs/activities/exhibitions for 1997-98.

Plans for 1998-99 OSP support: Use no more than two pages single sided to respond.

1. What are your organization's major goals for 1998-99?
2. Describe any anticipated changes to your organization's administration or programs for 1998-99.
3. Describe any changes in your organization's outreach efforts for 1998-99 and how your relationship to the community will be affected?
4. Describe how CAC funds will be used in 1997-98.

Attach a list of your organization's programs/activities/exhibitions for 1998-99. Use no more than two pages single sided to respond.

OSP • 1998 - 1999 Second-Year Report • Form and Instructions**Organization Application
1998-99 Second Year Report**

CAC use only

Application Number **OS-**_____**Applicant Description**

1. Name of Organization

popular name _____

legal name, if different _____

Federal Employer ID # _____

2. Address _____

3. City _____ CA

4. ZIP Code _____

5. County _____

6. Contact Person on Board of Directors

first name _____ last name _____

7. Administrative Director

first name _____ last name _____

8. Artistic Director

first name _____ last name _____

9. Contact Person

first name _____ last name _____

title _____

10. Telephone (____) _____

11. Fax (____) _____

12. E-mail _____

13. Web address: _____

17. Certification

I certify that the applicant organization has proof of nonprofit status under sec. 501(c)(3) of the Internal Revenue Code, or under sec. 23701d of the California Revenue and Taxation Code, or that applicant is a unit of government; that applicant has been consistently engaged in arts programming for a specific number of years prior to time of application; that applicant complies with the Civil Rights Act of 1964, as amended; sec. 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975; observes provisions of the Drug Free Workplace Act of 1988; and California Government Code secs. 11135-11139.5 (barring discrimination); that applicant complies with the Fair Labor Standards Act, as defined by the Secretary of Labor in part 505 of title 29 of the Code of Federal Regulations; the Americans With Disabilities Act of 1990; and the Fair Employment and Housing Act; that applicant has its principal place of business in California; has completed prior contract evaluations, if applicable; and has approval of applicant's board of directors or other governing body. I hereby certify that to the best of my knowledge and belief, the data in this application and in any attachments hereto are true and correct.

Applicant

signature, authorized board member _____

date _____

typed name and title _____

14. Applicant Discipline _____

15. Approximate Grant Amount Requested (see page 3 for Request Amount Worksheet) \$ _____

16. **Fiscal Receiver** (Refer to eligibility requirements on p. iv, if applicable.)

Name of Fiscal Receiver Organization _____

Federal Employer ID # _____

Address _____

City _____ CA

ZIP Code _____

County _____

Contact Person _____

first name _____ last name _____

Telephone (____) _____

Fiscal Receiver (if applicable)

signature, authorized board member _____

date _____

typed name and title _____

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Request Chart

<i>1996-97 Total Income</i>	<i>Approximate Request Amount</i>	<i>1996-97 Total Income</i>	<i>Approximate Request Amount</i>
\$2,000 - \$24,999	\$2,000 or 30% of total cash income (whichever is greater)	\$1,300,000	\$81,894
		\$1,400,000	\$86,697
		\$1,500,000	\$91,397
\$25,000 - \$49,999	30% of total cash income	\$1,600,000	\$96,000
		\$1,700,000	\$100,513
\$50,000 - \$200,000	\$18,000	\$1,800,000	\$104,941
\$220,000	\$19,498	\$2,000,000	\$113,561
\$240,000	\$20,969	\$2,200,000	\$121,893
\$260,000	\$22,416	\$2,400,000	\$129,961
\$280,000	\$23,841	\$2,600,000	\$137,789
\$300,000	\$25,245	\$2,800,000	\$145,394
\$320,000	\$26,630	\$3,000,000	\$152,793
\$340,000	\$27,997	\$3,200,000	\$160,000
\$360,000	\$29,347	\$3,840,000	\$181,900
\$380,000	\$30,681	\$4,480,000	\$202,253
\$400,000	\$32,000	\$5,120,000	\$221,283
\$420,000	\$33,304	\$5,760,000	\$239,155
\$440,000	\$34,595	\$6,400,000	\$256,000
\$460,000	\$35,873	\$7,040,000	\$271,920
\$480,000	\$37,137	\$7,680,000	\$286,999
\$500,000	\$38,390	\$8,320,000	\$301,308
\$520,000	\$39,632	\$8,960,000	\$314,906
\$540,000	\$40,862	\$9,600,000	\$327,844
\$560,000	\$42,082	\$10,240,000	\$340,165
\$580,000	\$43,291	\$10,880,000	\$351,910
\$600,000	\$44,490	\$11,520,000	\$363,111
\$620,000	\$45,680	\$12,160,000	\$373,799
\$640,000	\$46,860	\$12,800,000	\$384,000
\$660,000	\$48,032	\$13,440,000	\$393,740
\$680,000	\$49,194	\$14,080,000	\$403,040
\$700,000	\$50,349	\$14,720,000	\$411,920
\$720,000	\$51,494	\$15,360,000	\$420,398
\$740,000	\$52,632	\$16,000,000	\$428,492
\$760,000	\$53,762	\$16,640,000	\$436,216
\$780,000	\$54,885	\$17,280,000	\$443,585
\$800,000	\$56,000	\$17,920,000	\$450,612
\$820,000	\$57,108	\$18,560,000	\$457,309
\$840,000	\$58,209	\$19,200,000	\$463,687
\$860,000	\$59,303	\$19,840,000	\$469,758
\$880,000	\$60,390	\$20,480,000	\$475,531
\$900,000	\$61,471	\$21,120,000	\$481,015
\$920,000	\$62,545	\$21,760,000	\$486,220
\$940,000	\$63,613	\$22,400,000	\$491,153
\$960,000	\$64,675	\$23,040,000	\$495,822
\$980,000	\$65,731	\$23,680,000	\$500,234
\$1,000,000	\$66,781	\$24,320,000	\$504,397
\$1,100,000	\$71,946	\$24,960,000	\$508,317
\$1,200,000	\$76,980	\$25,600,000 ⁺	\$512,000

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Read this page very carefully and respond as directed.

Request Amount Worksheet

The applicant's total cash operating income in its last completed fiscal year will establish the maximum amount of the request.

An organization whose purpose is not solely arts production, presentation, or service must base its request only on its arts activities budget. The Organizational Budget Summary, pages 5 and 7, must be completed to reflect the applicant's arts activities budget only. Universities and other multi-faceted organizations must include only that portion of the budget pertinent to this proposal.

Begin by filling out the FY 1996-97 cash income column on the Organizational Budget Summary (pages 5, 7). Use the following worksheet to compute your maximum request:

A. List the 1996-97 cash income \$ _____

Note: This figure must not include any in-kind support.

If any of the following sources are included in line A, list them here:

1. Loans/lines of credit \$ _____

2. Funds raised
for endowment \$ _____

3. Funds raised for
non-operating capital \$ _____

B. Total, lines 1, 2, and 3 \$ _____

C. Line A minus Line B \$ _____

- Line C represents your total adjusted cash income. Use the table on the facing page to determine your approximate request amount.
- Line C should be the same total as shown on page 5, column 2, line 17.

Organizational Budget Summary Instructions, page 5

An organization whose purpose is not solely arts production, presentation, or service must base its request only on its arts activities budget. The Organizational Budget Summary must be completed to reflect the applicant's arts activities budget only.

REMINDERS ON COMPLETING BUDGET SUMMARY

Do:

- Use "other" lines and attach schedules as needed;
- Use notes to explain and clarify the budget line items where changes are significant from year to year (10% or more);
- Fill in all columns; and
- **Check arithmetic.**

Do Not:

- Change, alter, or combine lines;
- Include in-kind support, except on line XII;
- Include portions of your budget not relevant to arts programming;
- Include endowment, capital funds and/or loans, except as indicated on page 7.
- Include pass-through support, except on line XIII.

For each fiscal year, complete appropriate budget categories. Complete, as is the case, the surplus income or deficit and the accumulated surplus or deficit in the lines provided. Describe on page 7 under Budget Notes the plans to reduce the deficit or use the surplus.

Observe the following general rules:

- Follow lines exactly as printed; do not cross out, alter, or combine lines. Use lines marked "Other" in each category to accommodate special reporting needs (attach schedules where appropriate).
- Limit this budget to activities directly pertinent to arts programming. Do not include indirect costs.
- Be certain that in-kind support is reflected only on line XII. Remember, this is a cash budget. Call CAC staff person if you have questions regarding "in-kind."
- The budget page is to cover four full years. If your fiscal year corresponds to the calendar year, include budgets for 1996, 1997, 1998 and 1999. *If you changed your fiscal year during this period, adjust figures to the best of your ability so each column reflects exactly 12 months. Provide a budget note on page 7 to clarify.*
- Complete the Budget Notes and Schedules section, page 15, where necessary to explain circumstances that might appear problematic, for example: to clarify unusually large increases or decreases; to explain why certain figures appear large or small for an organization of your kind; to explain plans to retire a deficit or use a surplus; to explain why figures on Budget Summary page may differ from those in in-house budgets and financial statement. A portion of the page has been set aside for budget notes.
- You are required to attach schedules for lines marked "Other." The Budget Notes section of page 7 can be used if space permits.

DEFINITIONS

I. A. Contributed Income

- **Federal Government:** Cash support from grants or appropriations by federal agencies, including the National Endowment for the Arts (NEA). Use a note to indicate which NEA program is the source of a grant.
- **State Government:** Cash support (other than this request) from the CAC or other state agencies.
- **Grant Amount Requested:** For projected year only, write total grant request as it appears on page 1, line 15. (See request amount worksheet, page 3.)
- **Local/Municipal Government:** Cash support from grants or appropriations

by city, county, in-state regional, and other government agencies.

- **Individual Contributions:** Cash support from private individuals; e.g., donations from patrons, boards of directors, etc.
- **Business/Corporate Contributions:** Cash support.
- **Foundations:** Cash support from private or community foundations. (Note: List corporate foundation support on line 6.)
- **Memberships:** Cash support (usually dues) from constituents or patrons who receive membership privileges.
- **Fundraising:** Include gross proceeds from benefits, or other special events. Include contributions from guilds and auxiliaries. Do not include income from bookstores, restaurant, or other non-program-related activities. These should be listed on Earned Income lines.

I. B. Earned Income

- **Admissions:** Revenue from admissions, tickets, subscriptions, etc.
- **Touring:** Revenue from touring activities.
- **Contracted Services:** Contract revenue from specific services (usually with an organization or unit of government), including performance or residency fees, etc.
- **Tuition/Workshops:** Revenue from sale of services (usually to individuals), such as classes, workshops, training.
- **Product Sales:** Earned revenue from other sources, such as catalog sales, advertising space in programs, parking, etc.
- **Investment Income:** Dividends, interest, capital gains and their proceeds, including earnings from endowments if used for operations.
- **Other:** Other sources, if any, such as net income from bookstores, restaurant, or other non-program related activities, if such income is used to support operations.

II. A. Personnel Expenses: Include salaries, wages and benefits for employees, payment to consultants.

- **Artistic/Administrative/Technical:** For Full-Time, include all year-round and permanent staff; for Other, include all part-time, project based, seasonal, collaborating, and consulting personnel.

II. B. Operating Expenses

- **Facility Expenses/Space Rental:** Rental of office, rehearsal facilities, theater, hall, gallery, etc., and overhead for basic utilities. Also include non-structural renovations and improvements. *Do not include capital expenditures.*
- **Marketing:** Marketing, publicity, and promotion, not including payments to personnel listed above (II. A.). Include: costs of newspaper, radio, and television advertising; printing and mailing of brochures, flyers, or posters; food, drink, and space rental when directly connected to promotion, publicity, or advertising.
- **Production/Exhibition:** Costs of artistic production, including: electricity, storage, photo supplies, publication purchases, sets and props, equipment rental, insurance fees, trucking, shipping, and hauling expenses not entered under Travel.
- **Travel:** All travel connected with personnel, including fares, hotels, and other lodging expenses, food, taxis, gratuities, per diem payments, toll charges, mileage, allowances.
- **Fundraising Expense:** Total cost of fundraising activities. Fundraising expenses should relate to fundraising events included in contributed income.
- **Other Operating Expenses:** Be sure to attach a schedule if amount of this line exceeds 10% of total expenses. Include loan payments, interest charges, miscellaneous administrative expenses not covered above; yearly acquisitions budget; insurance; structural improvements.

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Organizational Budget Summary and Budget Notes and Schedules

Fiscal Year begins (month) _____ This budget page is to cover four full years, 12 months per year. If your fiscal year corresponds to the calendar year, include budgets for 1996, 1997, 1998 and 1999.

Operating Budget Only

	95-96 (actual)	96-97 (actual)	97-98 (current)	98-99 (projected)
I. INCOME				
A. Contributed				
1. Federal Government	_____	_____	_____	_____
2. State Government (do not include this request)	_____	_____	_____	_____
3. Grant Amount Requested	_____	_____	_____	_____
4. Local/Municipal Government	_____	_____	_____	_____
5. Individual Contributions	_____	_____	_____	_____
6. Business/Corporate Contributions	_____	_____	_____	_____
7. Foundations	_____	_____	_____	_____
8. Memberships	_____	_____	_____	_____
9. Fundraising Events (gross)	_____	_____	_____	_____
10. Other: _____	_____	_____	_____	_____
Subtotal Contributed	_____	_____	_____	_____
B. Earned				
11. Admissions	_____	_____	_____	_____
12. Touring	_____	_____	_____	_____
12a. Contracted Services	_____	_____	_____	_____
13. Tuition/Workshops	_____	_____	_____	_____
14. Product Sales/Concessions	_____	_____	_____	_____
15. Investment Income	_____	_____	_____	_____
16. Other: _____	_____	_____	_____	_____
Subtotal Earned	_____	_____	_____	_____
17. Grand Total Income (A+B)	_____	_____	_____	_____
II. EXPENSES				
A. Personnel*				
18. Artistic Full-time	_____	_____	_____	_____
Other Artistic	_____	_____	_____	_____
19. Administrative Full-time	_____	_____	_____	_____
Other Administrative	_____	_____	_____	_____
20. Technical Production Full-time	_____	_____	_____	_____
Other Technical Production	_____	_____	_____	_____
Subtotal Personnel	_____	_____	_____	_____
B. Operating Expenses				
21. Facility Expenses/Space Rental	_____	_____	_____	_____
22. Marketing	_____	_____	_____	_____
23. Production/Exhibition	_____	_____	_____	_____
24. Travel	_____	_____	_____	_____
25. Fundraising Expenses (gross)	_____	_____	_____	_____
26. Other (if greater than 10% of budget, you must attach a separate schedule)	_____	_____	_____	_____
Subtotal Operating	_____	_____	_____	_____
27. Total Expenses (A+B)	_____	_____	_____	_____
III. Surplus (Deficit) at year end (item 17 minus item 27)	_____	_____	_____	_____

* Read corresponding instructions on page 4. Provide footnotes on page 7 to break down personnel expenditures.

Organizational Budget Summary Instructions, page 7

- III. **Operating Surplus (Deficit):** Enclose deficit figures within parentheses.
- IV. **Carryover Fund Balance at Beginning of Year.** Include only operating funds. Do not include value of endowments, cash reserves, restricted funds, or capital assets. For 96-97 actual, current and projected years, this figure should correspond to line VII of the previous column.
- V. **Accumulated Surplus:** Add item III, plus item IV, if appropriate.
- VI. **Other Net Adjustments:** Include fund transfers, special gifts, etc. Indicate deficit adjustments within parentheses.
- VII. **Balance at Year End:** Carry this figure forward to line IV of the next year.
- VIII. **Balance of Endowment Fund:** Indicate the balance of the organization's endowment fund. Provide notes detailing major increases and/or decreases to fund.
- IX. **Cash Reserves:** Indicate the balance, with notes detailing major increases and/or decreases.
- X. **Balance of Non-Operating Capital Funds:** Such as construction or building funds. Provide notes detailing major increases and/or decreases to fund.
- XI. **Loans/Lines of Credit:** Indicate the balance of all outstanding loans. Provide notes detailing the reason for the loan, the organization's repayment plan, and term of the loan.
- XII. **In-kind Contributions:** Includes the value of in-kind contributions including services, capital acquisitions, space rental, and volunteer services, (artistic, administrative, and technical). If the total exceeds 10% of total income (line 17), attach a schedule.
- XIII. **Pass-Through Funds:** Include any funds received as a fiscal agent for the benefit of another organization(s).

OSP • 1998 - 1999 Second-Year Report • Form and Instructions**Organizational Budget Summary (Continued)**

	95-96 (actual)	96-97 (actual)	97-98 (current)	98-99 (projected)
III. Operating surplus (deficit) from previous page	_____	_____	_____	_____
IV. Carryover fund balance at beginning of year; surplus or (deficit)	_____	_____	_____	_____
V. Accumulated surplus (deficit) (item III plus item IV; if appropriate, describe below under Budget Notes the plan to reduce deficit or utilize surplus)	_____	_____	_____	_____
VI. Other net adjustments to operating budget (explain below)	_____	_____	_____	_____
VII. Balance at year end (item V plus Item VI)	_____	_____	_____	_____
VIII. Balance of endowment fund (if applicable)	_____	_____	_____	_____
IX. Cash Reserve	_____	_____	_____	_____
X. Balance of non-operating capital fund(s) (if applicable)	_____	_____	_____	_____
XI. Loan(s), outstanding (specify nature of loans in budget notes below)	_____	_____	_____	_____
XII. In-kind contributions (attach schedule if greater than 10% of total income)	_____	_____	_____	_____
XIII. Pass-through funds (i.e., as fiscal agent, etc.)	_____	_____	_____	_____

BUDGET NOTES AND SCHEDULES

You are **required** to provide budget notes to explain significant changes (10% or more) in income and expense line items from year to year. If necessary, attach detailed schedules based on the organization's financial statements. (Note: **unexplained changes in income or expenses and surplus/deficit positions from year to year may reflect negatively on your application.**)



California Arts Council

OSP Second Year Report
1300 I Street, Suite 930
Sacramento, CA 95814

Check out the latest news!

In order to better serve you, we've increased the ways in which you can contact us:

Phone: 916-322-6555

Fax: 916-322-6575

Email: cac@cwo.com

Web site: <http://www.cac.ca.gov>

This application can also be found on our Web site and downloaded onto your printer. And starting this year, you have the option to fill out this application on-screen if you access it from our Web site. For more information, visit our Web site or contact Gay Carroll, Public Information Officer, at 916-322-6580 or email her at cac@cwo.com



Become a licensed art lover!
1-800-201-9201